

TIMEKEEPING PROCEDURES BI-WEEKLY LABOR TRANSMITTAL

Financial Management Interns are required to submit a timesheet for hours worked and/or leave taken on a bi-weekly basis. This timesheet is known as the “ Bi-Weekly Labor Transmittal Sheet”. The timekeeper and the Financial Intern Program Manager are required to approve/authorize your bi-weekly labor hours. Their signature indicates that all times reported are accurate. The Financial Management Office Manager can provide you with a copy of the current annual calendar that identifies the End of Pay Period, Holidays and End of Leave Year to assist you in completion of your timesheet.

UNDER NO CIRCUMSTANCES MAY THE FINANCIAL INTERN KEEP OR SUBMIT HIS/HER OWN TIME.

The Bi-Weekly Labor Transmittal Sheet is faxed to the Centralized Financial Management Trainee Program (CFMTP) Office in Pensacola, Florida at DSN 922-3903 or commercial at (850) 452-3903. Your timesheet must be faxed No Later Than the 2nd Tuesday of the pay period. Financial Management Interns are required to work 8 hours each workday (Monday through Friday). Any changes in scheduled biweekly hours should be annotated by marking through the 8 and writing next to it the new hours worked. Also indicate in the comments block if a work schedule change occurred and the date it became effective.

Exceptions: Leave Codes must be used when reporting any exception to regular hours worked. The following leave codes are authorized:

- CE - COMP TIME EARNED
- CT - COMP TIME USED
- HG – HOLIDAY WORK
- KA – APPROVED LEAVE W/O PAY
- KB – SUSPENSION
- KC – ABSENCE W/O LEAVE
- LA – ANNUAL LEAVE
- LB – ADVANCE ANNUAL LEAVE
- LC – COURT LEAVE (JURY DUTY)
- LG – ADVANCE SICK LEAVE
- LH – HOLIDAY
- LM – MILITARY LEAVE
- LN – ADMIN LEAVE
- LS- SICK LEAVE
- LT – TRAUMATIC INJURY
- OS – OVERTIME SCHEDULED
- OU – UNSCHEDULED OVERTIME

For questions regarding submission of the Bi-Weekly Labor Transmittal, contact your Financial Management Program Manager or Office Manager. Further detailed information can be found in the Department of the Navy, Centralized Financial Management Trainee Program Procedures Manual.